

Simple Requirements Procedure

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CourseDog Knowledge Base

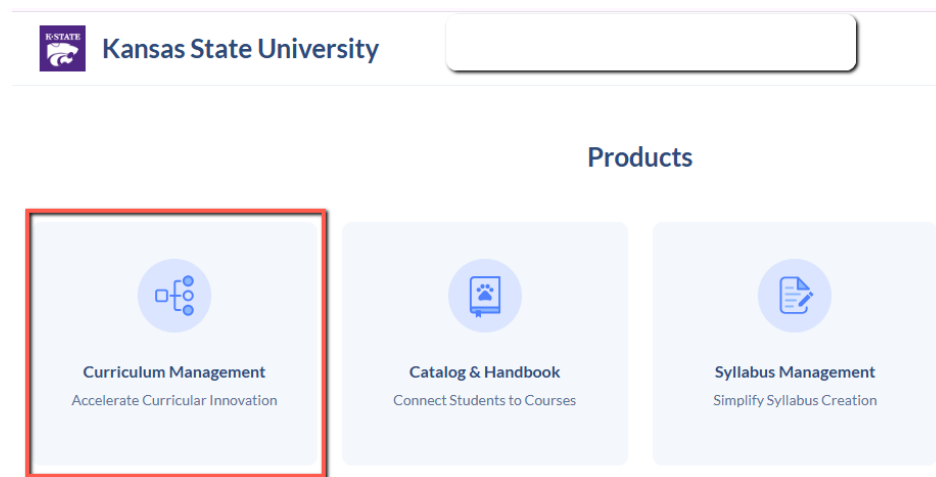
<https://coursedog.my.site.com/support/s/article/REQUIREMENTS-Understanding-Creating-Requirements>

Log in

1. Go to <https://app.coursedog.com/#/products>
2. Click to **sign in**.
3. Log in with your K-State e-mail and password.

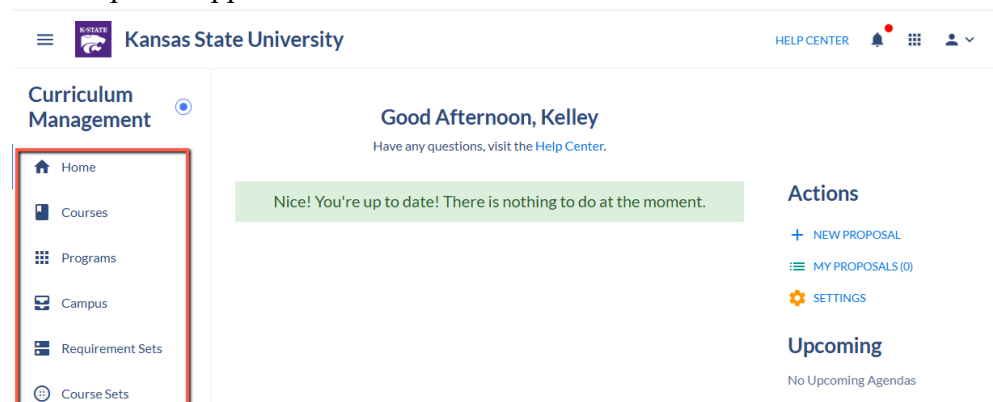
Navigation

Select Curriculum Management



Curriculum Management page

Menu options appear on the left. – Select Courses



- **Courses** - Click to view a course.
- **Programs** - Click to view a program.
- **Proposals** - Click to find proposals that have been submitted, but not yet fully approved.

Summary:

Using a file downloaded from the current Acalog catalog, use the textual Requisites field to build coded Simple Requirements in CourseDog. This includes Prerequisites, Corequisites and Recommended Foundation Courses.

The coding may consist of three parts:

Narrative Text:

All requisites (total-4237) will build a Narrative Text requirement where Requisite text is pasted into a text field to display the complete worded description of the requisite.

Then one or both of the following requirements may be built as applicable for each requisite using the rules and condition operators available (and/or)

Course Prerequisites:

specific courses are selected

--includes additional notations of minimum grade when applicable

Program Prerequisites:

specific majors are selected

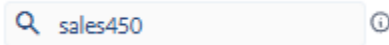
NOTE: CourseDog only provides for building of Course and Program type prerequisites using Requirement rules. Additional types of prerequisites built in PeopleSoft using other criteria such as academic level, student groups, test scores, cumulative gpa and grad bypass will only be reflected in Narrative Text.

STEP 1: Select Course

Search for the course by entering the course number in the search box:
--located in upper right corner

A search input field with a magnifying glass icon on the left and the placeholder text "Search for Courses".

Enter *prefix* and *number* with no space between
--example: sales450

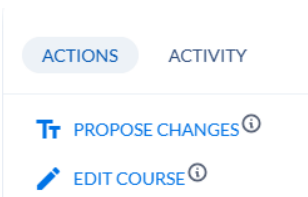
A search input field with a magnifying glass icon on the left, the text "sales450", and an information icon on the right.

Place your cursor over the course and click on the course row in the list to select
--if more than one result is returned, always choose "Active" and "OFFER 1"

CODE	LONG COURSE TITLE
SALES450	Sales Technology

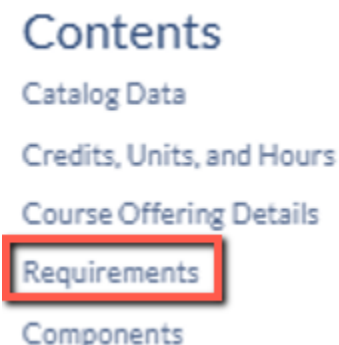
STEP 2: Edit Course

Click **EDIT COURSE**
--located in upper right corner

A sidebar menu with two tabs: "ACTIONS" (selected) and "ACTIVITY". Under "ACTIONS", there are two items: "PROPOSE CHANGES" with a document icon and "EDIT COURSE" with a pencil icon. Both items have an information icon to their right.

STEP 3: Requirements Card

Go to **Requirements** card
Hint: Use the Contents area on right side to select "Requirements"

A vertical list of links under the heading "Contents". The links are "Catalog Data", "Credits, Units, and Hours", "Course Offering Details", "Requirements" (highlighted with a red box), and "Components".

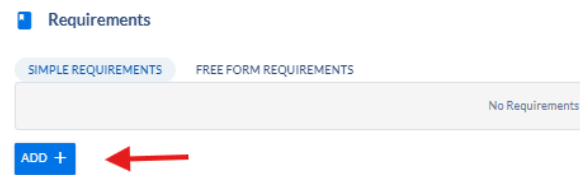
View **Requirements** card



The screenshot shows a card titled "Requirements" with a blue icon. Below the title are two tabs: "SIMPLE REQUIREMENTS" (selected) and "FREE FORM REQUIREMENTS". The main area of the card is a large light gray rectangle with the text "No Requirements" centered. At the bottom left of the card is a blue button labeled "ADD +".

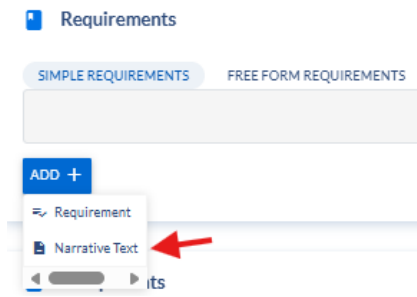
STEP 4: Add Narrative Text

Click **ADD +**
(add a REQUIREMENT)



This screenshot is identical to the previous one, but a red arrow points to the "ADD +" button at the bottom left of the card.

Select **Narrative Text**



This screenshot shows the "ADD +" button with a dropdown menu open. The menu has two options: "Requirement" (with a blue icon) and "Narrative Text" (with a blue icon). A red arrow points to the "Narrative Text" option. Below the menu, the text "its" is visible.

Click "**Narrative Text**" placeholder to expand the entry area



This screenshot shows the "SIMPLE REQUIREMENTS" tab selected. Below the tabs is a large light gray rectangle. Inside this rectangle, at the bottom left, is a placeholder labeled "Narrative Text" with a blue icon. A red arrow points to this placeholder.

Additional Comments = copy and paste requisite rule text in the TEXT BOX provided
--from "Requisites" field in Acalog spreadsheet

SIMPLE REQUIREMENTS FREE FORM REQUIREMENTS

⋮ Narrative Text Shown in catalog ^

Visibility ⓘ

☒ Show in catalog

Additional Comments ⓘ

Completed Entry:

Additional Comments ⓘ

Prerequisite: SALES 300, must be admitted to Professional Strategic Selling major (BPSS) or certificate (CPSS)

STEP 5: Add Courses

Note: in this document you will find specific instructions for

Prerequisite = GREEN

Corequisite = PURPLE

Recommended = ORANGE

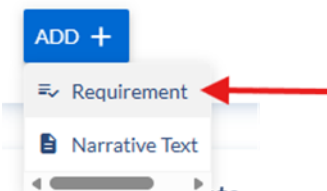
Minimum Grade = BLUE

Programs = LIGHT BLUE

5a Click ADD + (for Prerequisite)

--add a REQUIREMENT

Select **Requirement**



Click the “Untitled Requirement” row to expand the entry area

⋮ Untitled Requirement Shown in catalog v

⌵

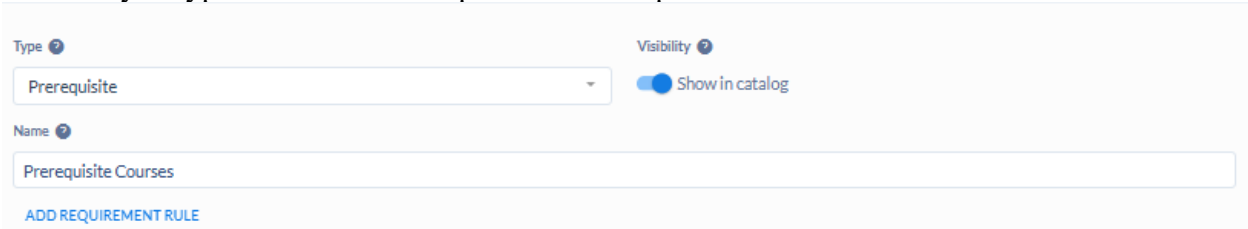
Type = **Prerequisite**

Corequisite

Recommended

Name = **Prerequisite Courses**
Corequisite Courses
Recommended Foundation Courses

--note as you type the "Untitled Requirement" is replaced



5b Click ADD REQUIREMENT RULE (for **Prerequisite**)



5c Rule Condition = (for **Prerequisite**)

Complete All Of: Select this option if all courses are required;

--connected with **AND** or there is only one course listed

Complete Any Of: Select this option if courses are chosen from a list

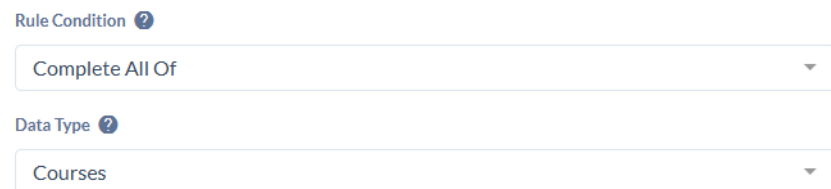
--connected with **OR**

Minimum Grade: Select this option if a minimum grade must be earned (see below)

--Note: may need to add another rule if grade doesn't apply to all courses

Complete At Least X Of: Select this option if a set number of components from a data type [courses, programs, course sets, or requirement sets] is required

--used for more complex requirements



Rule Condition = (For Minimum Grade)

Minimum Grade = select this option if a minimum grade must be earned

Grade Type = **Grade**

Grade Value = *enter grade (A, B, C, D)*



Rule Condition = (for **Corequisites**)

Enroll In: Select this option if students must be enrolled in a specific data type --For Corequisite only

Rule Condition ?

Enroll In

Rule Condition = (for **Recommended**)

Complete All Of: Select this option if all courses are recommended

--connected with **AND** or there is only one

Complete Any Of: Select this option if recommended courses are chosen from list

--connected with **OR**

Rule Condition ?

Complete All Of

5d Data Type = Courses (for **Prerequisite**)

Data Type ?

Courses

5e Select course – *Type here to start searching* (for **Prerequisite**)

Enter prefix and number with no space between

--example: sales300

--it is recommended to not use the “Filter by” area as it can yield unexpected results

Filter by: ?  Subject code

CLEAR FILTER

Select course ?

Type here to start searching

As course is found, it is displayed in the course area, and if there is only one match is often displayed in blue

Click the course row to select the course

--if more than one row is returned, always choose **OFFER #1** and **Active**

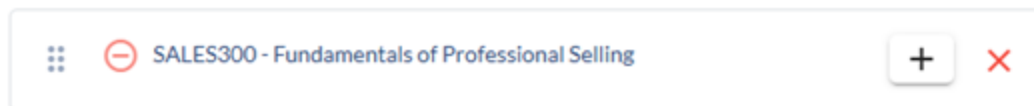
Filter by: ?  Subject code

CLEAR FILTER

SALES300 - Fund/Prof Selling - Offer #1 - Active

sales300

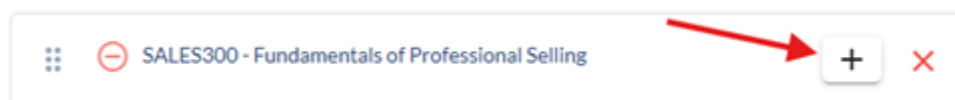
The selected course is now displayed



If rule needs only one course, continue to **5i** (for **Prerequisite**)

5f If rule needs additional courses selected (for **Prerequisite**)

To add more courses: click + (Add additional courses)



5g Select your operator (AND/OR) (for **Prerequisite**)

--AND is default

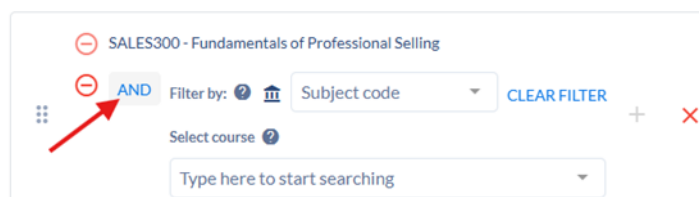
--it is appropriate for condition “Complete All Of”

--Click the AND operator to toggle between **AND** and **OR** for your course selections

--you can only use all AND’s or all OR’s in a single RULE

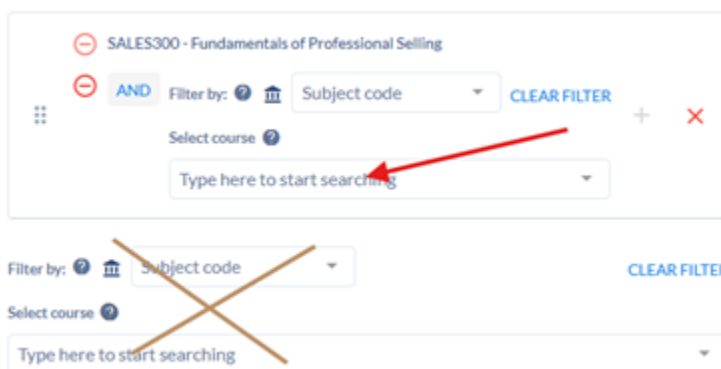
--see **STEP 5h** for an example using the OR operator

--Note: If you need an additional operator for complex requisites, then see SPECIAL INSTRUCTIONS at end of document



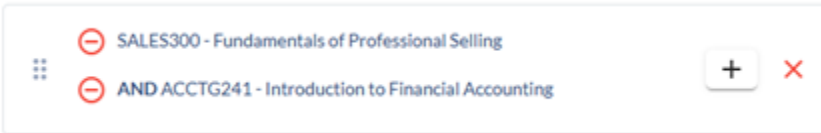
Continue to search/select your additional courses using the UPPER “*indented*” search box

--do not use the lower left-aligned search box



Repeat until all courses are entered

Completed example



5h Complete Any Of (EXAMPLE) (for Prerequisite)

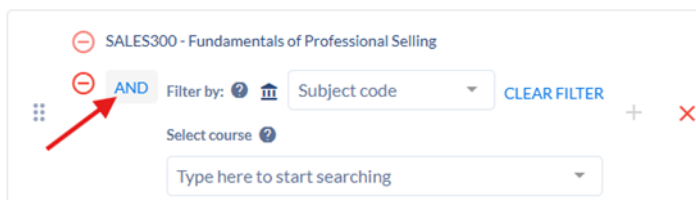
Note: this example illustrates a requirement using the Complete Any Of with the OR operator selecting courses works the same way as Complete All Of with the AND operator

Select and add courses as described above, however, select the **OR** operator

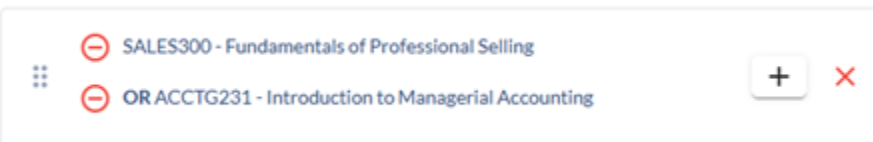
--AND is default

--Click the AND operator to toggle to **OR** for your course selections

--OR is appropriate for condition "Complete Any Of"



Completed example



5i Rule Name = RULE (for Prerequisite)

Rule Name ?

5j Fields generally left blank (for Prerequisite)

Rule Description (displays at top of rule) = **blank**

Rule Notes (displays at bottom of rule) = **blank**

5k Completed Example: (for Prerequisite)

Prerequisite Courses

Rule Condition ?
Complete Any Of

Data Type ?
Courses

- MATH100 - College Algebra
- OR MATH150 - Plane Trigonometry
- OR MATH205 - General Calculus
- OR MATH220 - Analytic Geometry and Calculus I

+

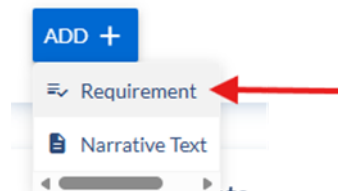
×

5l For grouping courses using “and” and “or” combinations, see SPECIAL INSTRUCTIONS at the end of this document (for [Prerequisite](#))

STEP 6: Add Programs

6a Click ADD + (for [Program](#))
--add a REQUIREMENT

Select **Requirement**



Click “**Untitled Requirement**” row to expand the entry area

Untitled Requirement Show in catalog

Type = [Prerequisite](#)

Name = [Prerequisite Programs](#)

--note as you type the “Untitled Requirement” is replaced

6b Click ADD REQUIREMENT RULE (for [Program](#))

Type [?] Prerequisite Visibility [?] Show in catalog

Name [?] Prerequisite Programs

[ADD REQUIREMENT RULE](#) 

6c Rule Condition = (for [Program](#))

Enroll In: Select this option if students must be enrolled in a specific data type

Rule Condition [?] Enroll In

6d Data Type = **Programs** (for [Program](#))

Data Type [?] Programs

6e Select programs – *Type to search for programs* (for [Program](#))

--enter program code (BPSS)

--or begin typing name of program such as “professional strategic”

Data Type [?] Programs

Type to search for programs 

As program is found, it is displayed in the program area, and if there is only one match is often displayed in blue

Click the ***program row*** to select it

bpss

BPSS - Professional Strategic Selling

The selected program is now displayed

Data Type [?] Programs

BPSS - Professional Strategic Selling ×

If rule needs only one program, continue to 6h (for [Program](#))

6f If rule needs additional programs selected (for [Program](#))

Click in the row of the existing program

BPSS - Professional Strategic Selling x

Search for additional programs by using *Type to search for programs* area
 --select each program as described above
 --remember to include all online, Salina, and/or Olathe versions of the program, if applicable
 --You may have to check KSIS for ERG to be sure

Type to search for programs

Search to find programs.

As you select additional programs they are displayed in the programs area

Program Requirement

Rule Condition ?

Enroll In

Data Type ?

Programs

MBA - Business Administration x MBAX - Business Administration x

6g The default connector is considered “**OR**”; you do not have to select one here (for [Program](#))

Repeat until all program codes are selected

6h Rule Name = **RULE** (for [Program](#))

Rule Name ?

RULE

6i Fields generally left blank (for [Program](#))

Rule Description (displays at top of rule) = **blank**

Rule Notes (displays at bottom of rule) = **blank**

6j Completed Example: (for Program)

Rule Condition ?

Enroll In

Data Type ?

Programs

BPSS - Professional Strategic Selling x BACCTG - Accounting x

STEP 7: Save Changes

Click **SAVE CHANGES**

 **SAVE CHANGES**

 **CANCEL EDIT**

NOTE: IT IS VERY IMPORTANT that you ONLY update the Simple Requirements information for a course

DO NOT UPDATE ANY OTHER COURSE INFORMATION IN THIS EDIT PROCESS

GO TO STEP 8

NOTE (As of 3-23-2026): Bi-directional syncing is not yet turned on in PROD so the following does not yet apply; this procedure will be updated to include the syncing notation upon complete implementation.

- Be aware that Simple Requirements are Non-integrated data to PeopleSoft
- Do not update any other course information in this process
- Integrated fields that are inadvertently updated will not be updated in PeopleSoft

Syncing will begin shortly (after 10-15 seconds)

- Scroll to top of page, the yellow ribbon is displayed while syncing is taking place
- do not make changes during this time
- this make take a few minutes
- When the yellow ribbon disappears, you can move on

 Syncing course with SIS. Changes you make during this time might be lost. Please hold off on editing this course until the merge is complete.

 This course was successfully synced with the SIS on 3/12/2026 at 12:36 AM.

STEP 8: Verify the accuracy of your entry

Click to review **the Requirements** card again

--View a summary of the rule you just created (expanded view)

The screenshot shows the 'Requirements' section in an expanded view. At the top, there are two tabs: 'SIMPLE REQUIREMENTS' (selected) and 'FREE FORM REQUIREMENTS'. Below the tabs, there are several sections: 'Narrative Text' with a 'Shows in catalog' button and an upward arrow; 'Additional Comments' with a help icon and the text 'Prerequisite: POLSC 135'; 'Prerequisite Courses' with a 'Shows in catalog' button and an upward arrow; 'Name' with a help icon and the text 'Prerequisite Courses'; 'Type' with a help icon and the text 'Prerequisite'; and a 'RULE' section with the text 'Complete ALL of the following Courses:' and a bulleted list containing 'POLSC135 - Introduction To Comparative Politics'. At the bottom, there is an 'Additional Comments' section with a help icon and the text 'Not Set'.

In Collapsed view:

The screenshot shows the 'Requirements' section in a collapsed view. It features the same 'SIMPLE REQUIREMENTS' and 'FREE FORM REQUIREMENTS' tabs. Below the tabs, there are two sections: 'Narrative Text' with a 'Shows in catalog' button and a downward arrow, and 'Prerequisite Courses' with a 'Shows in catalog' button and a downward arrow.

Click **CATALOG PREVIEW**

The screenshot shows a sidebar menu with two tabs: 'ACTIONS' (selected) and 'ACTIVITY'. Under the 'ACTIONS' tab, there are five items: 'PROPOSE CHANGES' with a help icon, 'EDIT COURSE' with a help icon, 'VIEW PROPOSALS', 'CATALOG PREVIEW' (highlighted with a blue circle icon), and 'PRINT'.

Click **VISIT** (for 2026-2027 Catalog)

Course Details are displayed

Click **Prerequisites/Corequisites** tab

“Narrative Text” is always displayed in FIRST line
“Prerequisite Courses” and/or “Prerequisite Programs” follow with rule detail

Course Details Prerequisites/Corequisites Course Learning Outcomes



Collapse All

Prerequisite: SALES 300, must be admitted to Professional Strategic Selling major (BPSS) or certificate (CPSS).

Prerequisite Courses

Prerequisite

RULE

Complete ALL of the following Courses:

- [SALES300 - Fundamentals of Professional Selling](#)

Prerequisite Programs

Prerequisite

RULE

Enroll in the following Programs:

- [BPSS - Professional Strategic Selling](#)
- [CPSS - Professional Strategic Selling](#)

SPECIAL INSTRUCTIONS for grouping courses using “and” and “or” combinations

Enter the FIRST group of course as designated in [STEP 5](#) using “Complete All Of” and the + to add additional courses as needed

--use AND operator, if needed

--this could also be a list “Complete Any Of” with OR operator, if appropriate

When you have selected all the courses in the first grouping and are ready for next grouping:

In the **Select course** area BELOW the original course list, search for and select the first course in the grouping

--this search area is aligned with the LEFT margin

--do not use + to add the course with the indented Select course area

The screenshot shows a web interface for selecting courses. At the top, there is a 'Rule Condition' dropdown set to 'Complete All Of'. Below it is a 'Data Type' dropdown set to 'Courses'. A list of selected courses is shown in a box: 'MC130 - Writing Conventions and Mechanics' and 'AND AGCOM110 - Introduction to Agricultural Communications'. To the right of this list are '+' and 'X' buttons. Below the list is a 'Filter by' section with a dropdown set to 'Subject code' and a 'CLEAR FILTER' button. At the bottom is a 'Select course' search bar with the placeholder text 'Type here to start searching'. A red arrow points to this search bar.

To select additional courses in the second grouping, use the +, select your operator (and/or), and use the indented **Select course** area

Your end result will produce two distinct course groups

The screenshot shows the final result of the course selection process. It displays two distinct groups of courses. The first group contains 'MC130 - Writing Conventions and Mechanics' and 'AND AGCOM110 - Introduction to Agricultural Communications'. The second group contains 'MC131 - Elements of Media Writing' and 'OR MC132 - Writing Styles and Audiences'. Each group has a '+' and an 'X' button to its right.